

Accredited Practising Dietitian (APD) Policy

STATEMENT OF PURPOSE

This policy outlines the requirements of the APD Program including credentialing standards, application process and ongoing APD recertification requirements.

BACKGROUND

The Accredited Practising Dietitian (APD) Program is the national program for recognition of qualifications, ongoing training and practice standards for dietitians. The Dietitian and Nutritionist Regulatory Council (DNRC), an independent council of the Dietitians Australia Board, provides governance of the APD Program. The Regulatory Services Portfolio manages implementation of the APD Program.

The Constitution and By-laws make provision for the credential 'Accredited Practising Dietitian'. The program is a mechanism for the promotion of quality dietetic service and practice and to support dietitians in maintaining the required knowledge and skills.

Participants in the APD Program must meet eligibility criteria and adhere to ongoing requirements in order to continue to use the APD title.

ELIGIBILITY CRITERIA FOR THE APD CREDENTIAL

To be eligible for the APD credential the applicant must:

- Meet the requirements as outlined in the [APD By-Law](#) under clause 3 inclusive.

APPLYING FOR THE APD CREDENTIAL

- The Regulatory Services Portfolio will check eligibility for APD status; once confirmed, the applicant is a financial member in an APD eligible category, they will be sent information with instructions how to join the APD program.
- Applicants join APD program by completing workforce data information and the APD Declaration. In the event the applicant does not meet the requirements of the credential, the Regulation team will approve/decline these.
- Applicants of the APD Program who completed a Dietitians Australia accredited degree, approved for delayed entry or successfully passed the DSR process are eligible for the Provisional APD Program.

Application process for those who do not meet the above criteria:

An applicant's pathway to join the APD Program is determined by the regulation team following assessment of recency of dietetic qualifications and practice. These pathways include the Delayed Entry, Alternate Process, Resumption of Accredited Practice (RoAP) program, and RoAP via DSR.

- Applicants need to complete an initial application and pay a non-refundable application fee.
- The regulation team will review the applications and determine eligibility to join the APD Program, the pathway by which the applicant can join, and the requirements of the APD upon entering the APD Program.
- Applicants may be required to complete additional payments and paperwork before being granted entry into the APD Program. Attachment 1 demonstrates the different pathways to the APD program, the eligibility criteria for each and the requirements once in the APD program.
- Applicants who are granted entry via Delayed Entry (dietitians who have demonstrated minimum 150 hours per year of dietetic practice over preceding three years) will be granted Provisional APD status and will be required to commence the requirements of the Provisional APD program.
- Experienced and suitably qualified dietitians (dietitians who have completed more than 4500 hours of dietetic work over the preceding five years) who are granted entry to the APD Program via Alternate Process will be granted Full APD Status and be required to adhere to the requirements of the APD Program. Dietitians who have spent all their time practising overseas but qualified in Australia are only eligible for alternate process to full APD if they have completed the requirements for the provisional program and transitioned to full APD. Applicants who did not complete the provisional program prior to exiting the program and pursued overseas practice, are eligible for application via delayed entry to become a provisional APD.
- Dietitians who enter the APD Program via the RoAP program (dietitians who have no dietetic practice for more than 3 but less than 5 years) will enter as a Provisional APD and have a RoAP Plan. The RoAP program is for a two-year period. Participants in the program will be required to enter into a mentoring relationship with a full APD and may have additional CPD and/or dietetic practice requirements as part of their RoAP plan. These requirements are determined on an individual basis (refer to RoAP Policy).
- Dietitians wishing to enter the APD Program after not practicing for more than five years will be required to complete the DSR examination and then enter the RoAP program as a Provisional APD.
- A dietitian who has had their APD revoked due to insufficient recency of practice will have 12 months to re-enter the Resumption of Accredited Practice Program (No Recency) under the Clause 9c of the APD by-law. Should the time elapsed exceed 12 months, the dietitian must return under Clause 9b f the APD by-law.
- Dietitians who can demonstrate compliance for a registered credential in mutually recognised countries will attain Full APD Status. Countries with mutual recognition and the requirements are:
 - New Zealand registered dietitians who are accepted for the APD program for the first time under the Dietitians Australia / NZDB Mutual Recognition agreements will attain full APD status immediately.

PROVISIONAL APD REQUIREMENTS

Once granted entry into the Provisional program, the Provisional APD is expected to commence the program requirements straight away. The Requirements of the Provisional APD Program are:

- Completion of a minimum 52 week mentoring partnership with a Full APD. The specific requirements of the mentoring partnership are below.
 - The program must be completed within two years from joining the APD Program. Failure to do so will result in suspension from the APD program and APD status being revoked for a period of 12 months.
 - The program cannot be deferred.

To be considered for full APD status the Provisional APD must have:

- Been in the Provisional Program for at least 52 weeks.
- Completed all of the required CPD.
- Documented each of the 12 face-to-face monthly mentoring meetings via the online portal.
- Completed an End of Mentoring Report at the conclusion of the mentoring period, reporting on the Mentoring Plan outcomes. Send to the mentor to complete and for mentor to return to regulation team for processing.
- Complete any required dietetic practice requirement (for those in a Resumption of Accredited Practice program – see RoAP Policy).
- Declare that all these requirements have been met.

Mentoring

To be eligible for Full APD status, a dietitian granted Provisional APD status must undertake an active mentoring partnership. Specific conditions apply to such partnership:

- The mentee and mentor must formally register their mentoring partnership within six months of the mentee joining the APD program and within four weeks of commencing a mentoring partnership. Failure to register a partnership within six months will result in suspension from the Provisional Program until a partnership is registered.
- The mentor must be a current APD and have “Full” status and remain so for the period of the partnership.
- The active partnership period must be for a minimum of 52 weeks.
- Communication between mentee and mentor must be at least monthly during the 52 weeks.
 - Each monthly meeting (minimum of 12 sessions) must be one hour in length and must be in person or via online video conferencing where the participants can see each other e.g. Skype/ Facetime/ Google Hangout.
 - The 12 mandatory monthly, one hour face-to-face sessions must be logged via the mentoring portal as evidence of the meetings.
 - Additional regular contact between the mentee and mentor is encouraged between the monthly meetings. This communication can be held by email or other media and can be flexible in timing.
 - Arranging meetings is the mentee’s responsibility.

- End of Mentoring Report must be completed by the mentee and mentor and submitted by the mentor at the conclusion of the mentoring partnership.

MAINTAINING THE APD CREDENTIAL

To maintain the APD credential, APDs are required each year to:

- Provide records of their Continuing Professional Development (CPD) learning goals, activities and learning outcomes for the previous year. All APDs must complete the minimum requirement of 30 hours of CPD annually. A minimum of 10 hours of CPD must relate to professional competence in the APDs current area of practice.
- Complete the APD declaration after membership has been renewed or reinstated each year.
- Declare they have met the minimum requirements of dietetic practice, APDs must annually declare they have undertaken 1000 hours of Dietetic Practice in the preceding 5 years. This declaration applies once five years has elapsed since the APD graduated from their accredited dietetics program or completed the DSR examination. For thresholds for mandatory declarations of dietetic practice, please refer to the [APD Mandatory Declarations Policy](#).
- Maintain Dietitians Australia membership or pay the prescribed fee for the APD program without Dietitians Australia membership (APD only).

Definition of Dietetic Practice

The Definition of dietetic practice is:

“Dietetic Practice includes using professional knowledge in both clinical and non-clinical relationships with patients or clients, communities and populations and can be working in management, administration, education, research, advisory, communication, program development and implementation, regulatory or policy development, food service, food security, food supply, sustainability and any other roles that impact on safe, effective delivery of services in the profession and/or using professional skills.”

Applications for exemptions for the CPD requirement need to be made in writing to the regulation team. This should contain strong justification and evidence to support the application can be provided by the APD in the case of extenuating circumstances.

Extenuating circumstances may relate to personal circumstances and/or professional hardship. If the case is approved by the regulation team, the APD will have a deferment backdated. This will result in a reduction in the annual CPD requirement. The CPD requirement will only be waived completely in extreme circumstances.

APDs who do not meet the CPD requirements for the previous calendar year by the end of the APD year, will be required to adhere to the CPD requirements of the [APD Audit Policy](#).

AUDITING THE APD PROGRAM

Participants in the APD program are subject to auditing of CPD (goals, activities and outcomes) and recency of practice with the exception of those who meet exclusion criteria as defined in the [APD Audit Policy](#). Audits are undertaken annually and are conducted on a 5% random sample of all APDs (both provisional and full). The audit process is outlined in the APD Audit Policy.

BREAKS FROM THE APD PROGRAM

There is provision for members who are unable to maintain the requirements of the APD program to apply for deferment of APD membership.

- Deferment of APD status can be done at any time and for up to 3 years without incurring any additional requirements to re-join the Program as a Full APD, providing evidence of Recency of Practice can be demonstrated or the ability to accrue the 1000 hours within the preceding 5 years.
- At the commencement of the deferment period, members must complete a [Deferment Application](#) form online.
- It is expected APDs who are taking a break from the APD Program will enter CPD Learning Goals, Activities and Learning Outcomes via the portal prior to commencing their break. Each learning goal must have at least one activity allocated to it.
- Any APD who takes a break from the program is to undertake a minimum of 2.5 hours per month of CPD that they are active prior to deferment and record it via the online portal as evidence of it being undertaken.
- Provisional APDs cannot defer from the Provisional Program.
- Back-dated deferrals are generally not permitted unless evidence of extenuating circumstances can be provided. Granting is at the discretion of the Regulatory Services.
- During the deferment the dietitian must not use the credential 'Accredited Practising Dietitian'.

If an APD has had over 3 years of continuous lapsed/deferred APD status, an application via alternate pathways must be submitted to determine the most appropriate pathway for re-entry.

ADVANCED CREDENTIAL

APDs with suitable experience and qualifications are eligible to apply for the Advanced APD credential. For further information, see the [Advanced APD Policy](#).

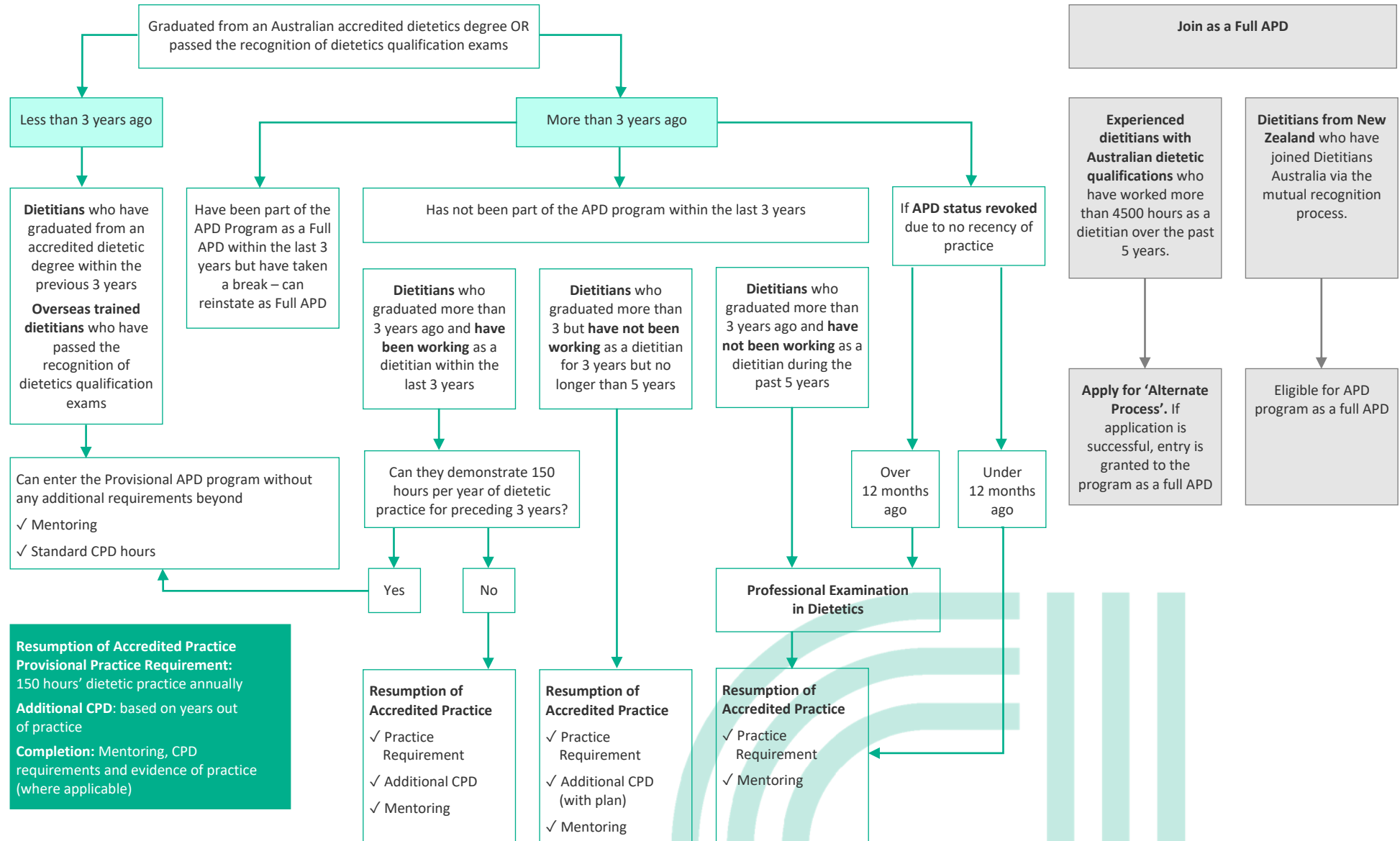
USE OF THE APD CREDENTIAL AND LOGO

The APD logo may be used by individual APD members or by group dietetic practices on their business letterhead/ cards/materials/website, as long as only APDs use the business materials with the APD logo. APDs must follow the [Brand Guidelines](#), which provides all the pertinent specifications needed to maintain the integrity of the credential.

ATTACHMENTS

- 1- Flowchart Entry to APD Program

APD Entry Assessment Flowchart



Resumption of Accredited Practice Provisional Practice Requirement: 150 hours' dietetic practice annually
Additional CPD: based on years out of practice
Completion: Mentoring, CPD requirements and evidence of practice (where applicable)